

MINIMAL AWARDS

17 FEBRUARY 1976

☐ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☒ SECRET

Approved For Release 2001/07/12 : CIA-RDP80-00706A000100050001-0

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
5-E-54, HEADQUARTERS

EXTENSION

NO.

7394

DATE

12 February 1976

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. DC/BS
5E 69 Headquarters

13 Feb 76 *WAB*

1 - 4: For your information.

2. C/BS
5E 69 Headquarters

2/13 *ES*

5: Attached are twenty-one (21) Minimal Awards for your approval.

3. DD/Pers/SP
5E 69 Headquarters

17 Feb *hy*

4. DD/Personnel *17 FEB 1976*
5E 58 Headquarters

17 Feb

5. D/Personnel
5E 58 Headquarters

17 *J*

7.

8. EXECUTIVE SECRETARY
SUGGESTION AND ACHIEVEMENT
AWARDS COMMITTEE
9. 5-E-54, HEADQUARTERS

10.

11.

12.

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14.

17 Feb 76

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 73-129: dated 11 October 1972

[REDACTED], GS-12

STATINTL

Electronic Specialist

Directorate of Administration/OC

A. Summary of Suggestion

The suggester built a portable Dot Cycle Generator/Tone Alternator, detailed description attached.

B. Evaluations

1. OC declined the suggestion for their use in November 1972. They determined that a modification to the circuitry would be required to incorporate a 7.42 unit Baudot code which is required for all teletype equipment. This would further increase the cost and size of the proposed generator. To function as a tone alternator, this unit also requires external tone sources. These costs, plus the expense of packaging, would bring total costs to the level of commercially available equipment. However, the Agency Patents Board still has action in progress to determine a final patent resolution to the case.

2. Division D said that two (2) generator/tone alternators were constructed at [REDACTED]. One was used at the Div D/T&I shop quite extensively for about a year, 1973-74, but discontinued because other, commercially made test equipment was obtained for such testing. The second unit was also sent to the T&I shop but not deployed overseas. Although the idea of any inexpensive generator/tone alternator is initially appealing for use at large base stations and Test and Inspection shops, it has limited use because large base stations and T&I shops normally have other, more versatile and accurate test equipment available. Insofar as use in small stations is concerned, the use of the generator/


tone alternator is of very limited value because of the infrequency of the requirement for testing. Moreover, should the operator at a small station suspect that his converters are malfunctioning, he has been instructed to return the converters to Headquarters for repair, rather than attempt to test and repair or adjust in the field. Div D rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).
3. Check status in six months with Agency Patents Board.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and Achievement
Awards Committee

17 Feb 76
Date

\$50.00

Award

Att

143-W
211-W

CONFIDENTIAL

PORTABLE DOT CYCLE GENERATOR/TONE ALTERNATOR

Many field and base station installations, laboratories and tech shops, have equipments that require some form of dot cycle reversals test for equipment alignment and/or operational tests. While commercial word generators presently exist, their size and cost generally make them unsuited for widespread distribution.

As a quick initiation to such devices, consider the applications of:

1. RY test generation for standard five level baudot machines (M-28, etc.).
2. Quick distortion checks of various devices (relays, analyzers, etc.).
3. Teletype driving source used to locate keyline problems, line discontinuities, distortion producing equipment, etc.

The above mentioned items are but a few of the functions that an extremely small self-contained reversals generator could provide. In addition, the advent of logic driven analog switches has broadened the scope of this device. It not only is capable

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~~CONFIDENTIAL~~

of switching DC at high voltage and high current levels (up to 250 VDC at up to 400 ma); it also will switch audio (analog) signals alternately at a required speed (e.g., 100 and 60 wpm rates).

Applications for this feature include:

1. Testing of standard teletype converters (tone inputs).
2. Testing of specialized tone converters such as dual frequency shift keying types (DFSK, etc.).
3. Standard dot cycle tone switching for converter keyline tests.
4. Any application requiring the alternate switching of one or two tones (discriminator adjustments, keyline distortion and line checks).

As the device was built in the prototype stage, it requires the insertion of two tones of the desired frequency. The combined alternate output is then available for tests. Speeds are presently set at 60 and 100 wpm. Other fixed speeds or even variable speed selection could easily be accomplished. Such things as an internal tone generation and variable speeds could be added for the various applications. To function as a dot cycle RY generator at high levels, no external inputs are required. The unit is entirely self-contained. Simply plug the output of the device into a 60 ma

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or 20 ma loop requiring the reversals test and select the speed. To function as a dot cycle tone alternator, simply plug in the two tones desired to be alternated. The combined output (one tone or the other) is then provided at the tone output.

While the concept of this device is quite simple, its size and cost would have, until recently, been prohibitive. The recent development and mass production of low cost solid state logic driven analog switches and high level relays make the concept unbelievably adaptable and small. The basic system consists of five solid state off-the-shelf integrated circuits, two resistors and one capacitor are used in the timing circuit and three small capacitors have been added for the transient suppression. A single diode is used to drop the power supply voltage; four standard penlight batteries provide power.

IC1 (SN 7413) is a Schmidt trigger used to produce the timing pulses. The combination of R1 or R2 and C1 provide the RC time constant. The pulses are produced at twice the required speed.

IC2 (SN 7476 or 7472) is used to produce a square wave and divide by two. The output from this J-K flip-flop is used to

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drive the three solid state teledyne relays (two analog and one high level DC).

IC3 and IC4 (Teledyne 640-1) are used as the combining and alternating analog switches.

IC5 (Teledyne 643-2) is used as a high level single-pole, single-throw switch. This IC is capable of switching up to 250 VDC at up to 400 ma.

CONCLUSIONS:

As earlier emphasized, only the fast moving pace of the electronics industry has encouraged the development of this device. The low cost of the off-the-shelf mass produced components (approximately \$20) make it highly desirable for individual tool kit applications. In applications such as simple reversals tests for M-28 printers, relays and keylines, the device should prove to be a great time and expense saver. As can be seen in the attached drawings, simple variations of this device are easily obtainable.

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Next 2 Page(s) In Document Exempt

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 73-376: dated 11 April 1973
[REDACTED], GS-04 (now GS-06) JATINTL
Records Clerk
Directorate of Administration/OP

A. Summary of Suggestion

The suggester designed a filing material holder for papers being filed. The holder was attached to the filing cabinet by magnets so that it could be easily relocated for the convenience of the user.

B. Evaluations

1. The suggester's prototype file holder was used to considerable advantage in the OP File Room for at least one (1) year prior to installation of the new file room equipment. The users found the suggester's prototype far superior to a \$30 material holder which was originally provided by the DDA/Information Services Analysis Staff from commercial sources.

2. In June 1975, ISAS purchased and distributed 24 similar file holders to Directorate Records Management Officers who were asked to look for applications in their respective Directorates. Two models of the holder are being used by DD/S&T/Admin and one by the DD/S&T/RMO to retain "immediate action" papers rather than to apply as a sorting device for papers to be filed. However, presently no other offices or directorates seem to be using the device. ISAS has a demonstration model on hand for any visitors who may wish to use such a holder or order it. If more holders are purchased, an improved model will be sought as a result of reactions from some offices who used the holder on a trial basis.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$75 award for the initial use of the prototype holder in OP and for the triggering value that resulted in having 24 holders made and conveyed by ISAS for trial use (MODERATE/EXTENDED).

D. Decision of the Chairman

STATINTL

Chairman, [REDACTED] and Achievement
Awards Committee

17 Feb 76
Date

17 Feb 76 \$ 75.00
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 74-344: dated 12 February 1974
[REDACTED] GS-15 STATINTL
Production Officer
Directorate of Intelligence/OCI

SUGGESTION NO. 75-417: dated 18 April 1975
[REDACTED] STATINTL
Intelligence Officer
Directorate of Intelligence, [REDACTED]

A. Summary of Suggestion

Discontinue sending unclassified material through the internal Agency mail system in envelopes. Rather, fold the material in half and place the address on the outside. (This should also reduce the use of scotch tape which some senders applied to envelopes.)

B. Evaluations

1. Chief, Mail and Courier Branch/LSD/OL commented that any material mailed in the proposed manner should be of medium-weight bond paper and not be smaller than 5 by 8 inches when folded. M&CB has experienced trouble in the past with correspondence not protected by envelopes. During bulk handling, this type material is subject to damage that may render it undeliverable. OL believes it is impossible to determine how many envelopes could be saved because the M&CB has no way of determining how many pieces of mail would fall into this category. Similarly, it cannot be determined to what degree Agency employees will implement this procedure.

2. OS concurred with implementation of the suggestion as long as material affected by the procedure is unclassified. Paragraph 2, [REDACTED], dated 14 October 1975, "Preparation of Mail for Transmittal by the New Consolidated Courier Service," (attached) implemented these suggestions.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$100 award, equally shared (MODERATE/EXTENDED).

D. Decision of the Chairman

STATINTL

Chair  Achievement
Awards Committee

17 Feb '76
Date

\$100.00

Award

Att

This Notice Expires 1 September 1976

LOGISTICS

25X1A

14 October 1975

PREPARATION OF MAIL FOR TRANSMITTAL BY THE
NEW CONSOLIDATED COURIER SERVICE

1. The Agency's mail and courier services operating in the Washington metropolitan area have been consolidated into one service under the Logistics Services Division, Office of Logistics. As a result, the Mail and Courier Branch (M&CB) has been processing an increasing volume of mail. Because of this it is important that senders assume full responsibility for the proper preparation of all material to be delivered within the Agency and to other government agencies.

2. To conserve paper, unclassified material, that when folded measures approximately 5 1/2 inches by 8 inches or more and has the minimum thickness and weight of bond paper, may be processed by M&CB without being enveloped. The material must be folded and stapled closed with the recipient's address and the return address clearly indicated on the outside by title, component, registry room number, and building.

3. Security of Classified Documents, outlines the basic requirements concerning the wrapping, marking, receipting, and addressing of classified courier mail. Additional requirements are set forth below.

a. Compartmented Material. The transmittal of compartmented materials is limited to those addressees authorized to receive such materials through designated points (control centers). To ensure continuing control, senders must obtain the address of the control center by agency or department, room number, and building. (An incorrect address could result in misdirection of the material out of controlled channels.) Compartmented material always will be double wrapped, sealed, and secured with tape. Questions concerning the preparation of compartmented material or the location of control centers should be directed to the Special Security Center, Office of Security, extension 4282 or 1828 (red). Questions concerning individual clearances should be directed to the OS Compartmented Information Branch, extension 7844 or 1924 (red). The sender of compartmented material will ensure compliance with the following:

(1) The inner wrapper will be addressed to the designated component's compartmented information control officer by name, room number, and building, and marked to the attention of the intended recipient, (whose room number may not necessarily be that of the control center). It will also

14 October 1975

bear the return address and courier's receipt number. The classification and control-system (or systems) caveat should be stamped on both sides of the wrapper.

(2) The outer wrapper (envelope) will be addressed only to the designated component's compartmented information control officer by name, organization or office, room number, and building. It will bear the return address and have attached in duplicate a numbered (filled in by sender) Form 240a, Courier's Classified Mail Receipt. (NPIC may use Form 3227, Document and Couriers Classified Mail Receipt.) The control-system symbol "SI," TK," [REDACTED] or any combination thereof, as appropriate, will be prominently stamped in letters no smaller than one inch in the upper, right-hand corner of the wrapper. The wrapper will also bear the courier's receipt number. 25X1A

(3) The following notation should appear in the lower, left-hand corner of both wrappers:

PROPERTY OF THE U.S. GOVERNMENT
DO NOT OPEN
If Found Please Call
Washington, D.C., 351-6161, Collect

b. Noncompartmented Material

(1) Top Secret material will be sent and received only by designated component Top Secret control officers, and must be controlled by Form 2600, Package and Document Receipt. For the names of component Top Secret control officers, or to obtain additional information about Top Secret control procedures, contact the Agency Top Secret Control Officer on extension 5812 or 1630 (red).

(2) Form 240, Courier Receipt and Log Record, should be used for documents classified Secret or below that require a receipt.

4. Personal mail will not be processed through official channels. Employees who are authorized to receive official incoming U.S. mail (e.g., technical and training publications and other material received regularly) are requested to ensure that their complete address is used; for example:

(Employee's name)
(Room number of component registry)
Central Intelligence Agency
Washington, D.C. 20505

Employees under cover are reminded that their names are not to be used in conjunction with mail addressed to the Agency.

LOGISTICS

14 October 1975 25X1A

25X1A



6. Attached is a schedule of regular courier stops within the Washington metropolitan area and the departure times from Headquarters Building. Actual delivery time depends upon volume of mail, number of stops, traffic, weather, and distance. Materials originating at other than Headquarters Building locations are usually returned to Headquarters Building for sorting and forwarding to the addressee on the next scheduled run. Intra-Rosslyn mail is processed between Agency locations three times a day. Every effort should be made to use the regularly scheduled runs.

7. Components are expected to use their own personnel, who have been designated and briefed as Emergency Couriers for the type of material they will be carrying, to satisfy special courier requirements. (See [redacted] Domestic Courier Operations.) Under circumstances where components cannot provide special couriers, they may contact the Chief, Mail and Courier Branch, extension 5209 or 1017 (red). If transportation is required, arrangements can be made by calling the Motor Pool Branch, extension 7500. On weekends, holidays, and between the hours of 1700 and 0600 weekdays, any questions should be directed to the CIA Operations Center, extension 7551 or 9360 (red). For additional information concerning procedures or schedules, call the Central Mail Room, extension 5816 or 1017 (red).

25X1A

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

Attachment

DISTRIBUTION: ALL EMPLOYEES (1-6)

25X1A

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-116: dated 24 September 1974
[REDACTED] GS-09

Supply Assistant
Directorate of Science and
Technology/ORD

A. Summary of Suggestion

1. Background

Only uninked stamp pads were stocked in Agency supply rooms.

2. Suggestion

Stock pre-inked stamp pads in lieu of the uninked pads.

B. Evaluation

1. OL/LSD/Building Services Branch purchased and distributed approximately 40 inked stamp pads to various Agency components in December 1974, requesting the users to provide their evaluations after a 60-day trial period. The comments received were very favorable, the consensus being: convenient to use, not messy, and a desirable stock item. OL has ordered and issued 1,152 pre-inked pads since April 1975. Building Supply says that several hundred employees now use the new item. Uninked stamp pads are also still available in supply for those who prefer them. Some offices prefer the pre-inked pads; however, registries and other heavy use offices feel that the pre-inked pads dry out too quickly and prefer the uninked pads which do not have to be reinked as often.

2. OL rated intangible benefits MODERATE/
EXTENDED.


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$75 Award (MODERATE/EXTENDED).

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and
Achievement Awards
Committee

17 Feb 76
Date

\$ 75.00
Award

ADMINISTRATIVE
INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-185: dated 8 November 1974

Information Control Clerk
Directorate of Operations/ [REDACTED] INTL

A. Summary of Suggestion

1. Background

STATINTL

DDO/Services Staff/ [REDACTED] supports all divisions within the Directorate of Operations. The entire Agency operates on a system of Records Management designed and utilized by ISG. Therefore, ISG personnel are the most qualified to handle the registries throughout the Directorate of Operations. However, registry positions were filled directly from the Interim Assignment Section. These new employees have not had any training in registry procedures or any previous experience.

2. Suggestion

STATINTL

Expand the responsibilities of [REDACTED] to include the training and manning of registries both at Headquarters and overseas stations. This system would provide a uniform approach to Records Integration.

B. Evaluation

STATINTL

1. The suggestion was initially declined by [REDACTED] in December 1974 on the basis that this idea had been considered in April 1974 by Chief, Services Staff and declined. However, in December 1974, the DDO Committee Member referred a request from the Committee's staff for a current examination of the case to supplement the April 1974 review. In January 1975, [REDACTED] said that: this suggestion had stimulated re-examination of the suggester's concept; and, they were planning to go ahead with the idea but it would take several months to complete plans and obtain DDO approval.

STATINTL

ADMINISTRATIVE
INTERNAL USE ONLY


2. In January 1976, Chief, Career Management Group issued a memo to all DDO Staff and Division Chiefs implementing the suggester's idea (copy attached). C/Services Staff/DDO concurred in a \$50 advisory award for the triggering action caused by this suggestion. The DDO Suggestion and Achievement Awards Committee Member concurred.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 Advisory Award.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76

Date

\$50.00
Award

Att

09 JAN 1976

MEMORANDUM FOR: DDO Staff and Division Chiefs
SUBJECT: Career Management of Records Personnel
REFERENCE: [REDACTED] 27 November 1973

STATINTL

1. Effective 1 January 1976 the Information Services Group will be given added responsibility for the assignment and career development of employees occupying records positions at Headquarters and overseas. In addition to its current responsibility for employees occupying Records Management Officer and Chief of Registry positions, the Information Services Group will be responsible for registry employees and positions as mutually agreed upon by the host component and the Information Services Group.

2. The referent instruction on the career management of records management and registry personnel, which provides more detail and guidance on this subject, has been revised and is now being coordinated. It will be published in the near future.

STATINTL

[REDACTED]
Chief, Career Management Group

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL

SUGGESTION NO. 75-236: dated 23 December 1974
[REDACTED], GS-05
Clerk Typist
Directorate of Intelligence/CRS

A. Summary of Suggestion

1. Background

Form 3489 (Attachment A) was used by CRS/Pictorial Services Branch to transmit to CRS/Information Services Group area divisions, personality photo lots received in the Agency for review and selection. This form contained the necessary control information used by PSB to keep track of the lots of photos. The form: showed ISG the source of the photos and when due to be returned; and contained reproduction instructions (number of copies, size, etc.) which was completed by the ISG area divisions for those photos selected. The section on disposition instructions was not used by ISG. The form was completed in one copy by PSB and additional copies xeroxed for each area division concerned.

2. Suggestion

a. Because of limited space on Form 3489, the suggester designed and began use of Attachment B. This form provided the analysts and typists with more room for reproduction instructions and added a photo size (2 1/4 x 2 3/4 with mask) which was not on Form 3489 but which was frequently used, plus notations for work prints and air brush when needed. Traffic through CRS involves action to accession approximately 14,000 personality photos in a typical year.

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INTERNAL USE ONLY

b. Due to complaints from Printing and Photography Division, the suggester designed Attachment C to incorporate Attachment B and the top portion of Form 3489 (Attachment A) which is needed by PSB.

B. Evaluations

1. CRS/PSB and ISG began using Form 3841 (Attachment B) in July 1975. The revised Form 3489, Photo Control Record, was formally adopted on 21 January 1976. From July to January, a xerox format of Form 3489 was used.

2. CRS/PSB estimated savings as follows:

<u>Man hours</u>	
1 hour per day	
(GS-06)	\$1,302.60 annually

<u>Reproduction costs</u>	
20 copies per day of	
the old form @ .04	
per copy	<u>208.00</u> annually

Annual Tangible Savings	\$1,510.60
-------------------------	------------

3. CRS/ISG said: the new form is simpler to use and requires less time to complete; estimated savings are 120 hours annually @ GS-07 level or \$637; and intangible benefits MODERATE/LIMITED. The new form will decrease the number of errors.

4. OL/P&PD commented that by providing a specific area for the CIA Photograph Number, instead of writing it wherever space is available, P&PD finds it easier to process the requisition and rates intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$250 award based on annual savings of \$2,148 (\$160), plus combined intangible benefits of MODERATE/EXTENDED (\$90).

STATINTL

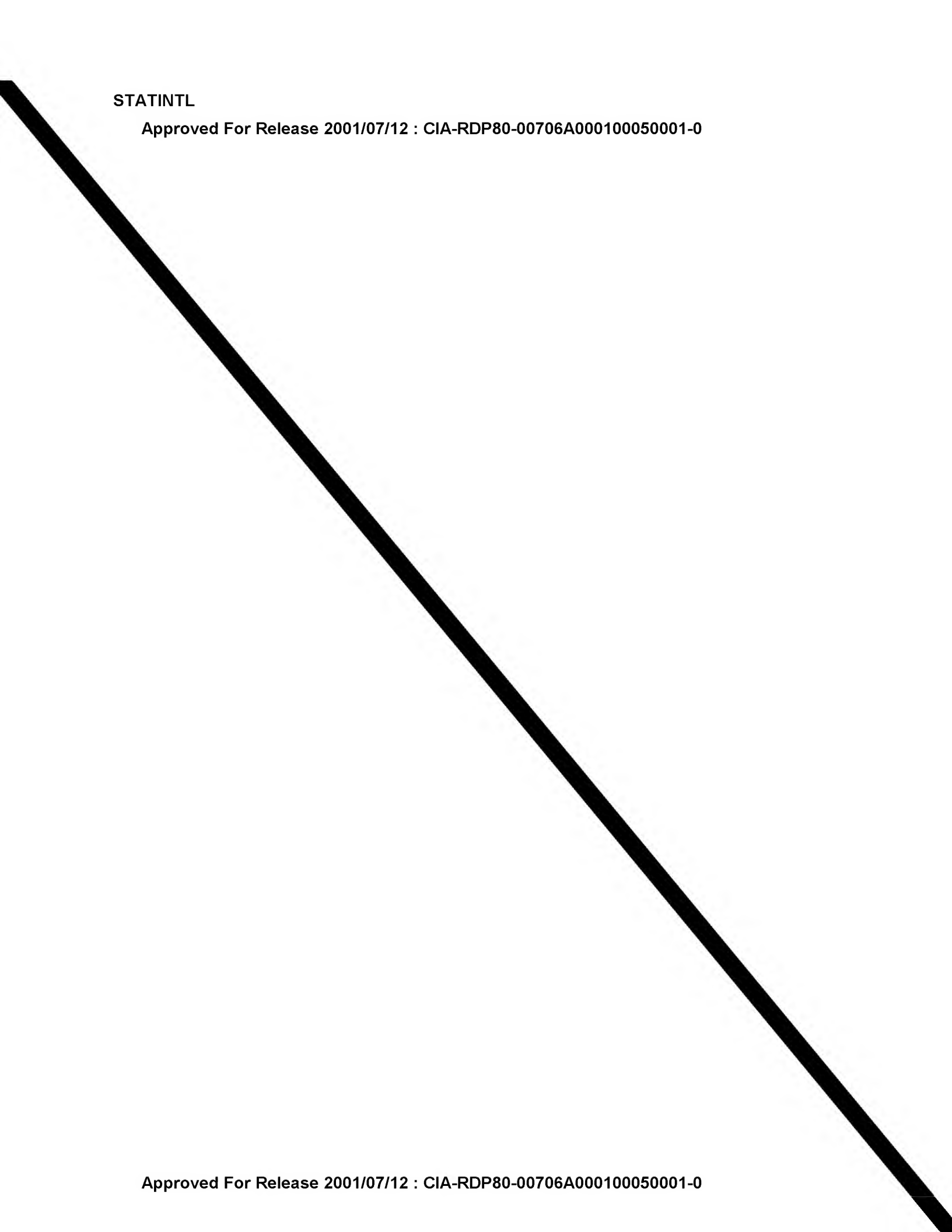
17 Feb '76
Date

\$ 250.00
Award

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ATTACHMENT A
NEW

L NUMBER		DATE RECEIVED	DATE DUE	SOURCE			
CLASSIFICATION		CONTROLS		E1.2 IMPDET CL. BY:			
UNCLASSIFIED							
CONFIDENTIAL							
SECRET							
NO OF PHOTOS		TYPIST	DATE ASSIGNED	ANALYST		DATE ASSIGNED	
PSB USE ONLY		ACCESSION NUMBERS			NO. ASSIGNED	DATE RETURNED	NO. ACC.
DATE RETURNED PC/NY		BUS		ASIA			
RECE NUMBER		MAIL		CHINA			
DATE COMPLETED				EUROPE			
P&PD INFO				NE/A			
DATE SENT		DATE DUE		USSR			
J NUMBER				WH			
				NPIC			
GROUND PHOTOS		DATE SENT	DATE DUE	NON-ACCESSIONED	DATE RETURNED	P&PD JOB NUMBER	

FORM 3489 OBSOLETE PREVIOUS EDITIONS

PHOTO CONTROL RECORD

(13)

OCR/GR REPRODUCTION REQUISTION					Classification		Date:	
TO: OCR/GR			Anaylst:		From: CRS/EE/ISG		CIA #.	
Number of Orginials	Material	Copies	4 x 6	70mm	2 1/4 x 2 3/4 w/mask	Work Print	Air Brush	Total
	Photographs							
	Other P. #							
	Negatives							
	Slides							
	Color Photos							
Remarks: <div style="display: flex; justify-content: space-between;"> <div> Photos Rec: Accept: Country: </div> <div> Source: </div> </div>								

ATTACHMENT B - OLD

ATTACHMENT B - NEW

NO.	CLASS.	ANALYST		CIA "P" NO.	
E	DIVISION	NO. ORIGINALS			
CIA "P" NO.	4 X 6	2-1/4 X 2-3/4	WORK PRINT (NOTE SIZE)	AIR BRUSH	TOTAL
REMARKS					TOTAL PRINTS
					TOTAL 70% NEGS

REPRODUCTION REQUISITION

(38)

FORM 10-75 3841

RECEIVED		CLASSIFICATION		E, I, 2 IMPET CLASS	
2 DEC. 74		UNCL	CONF	SFC/NFD	BY RECORDED OFF
Approved For Release 2001/07/12 : CIA-RDP80-00706A000100050001-0					
AT D		PRINTS	ANALYST		DATE ASSIGNED
AT RETURNED		OTHER	TYPIST		DATE ASSIGNED
AT COMPLETED		ACCESSION NUMBERS USED		DIV	NO. ASSIGNED
PRINTING SERVICES INFO				USSR	
AT SENT				ASIA	
DATE DUE				CHINA	
LOS NUMBER				NE/A	
REQUISITION NUMBER				EUR	8
		NPIC		WH	

REPRODUCTION REQUISITION								
TO PICTORIAL SERVICES	LOT #	CLASS	FROM	ANALYST	CIA#	DATE		
NUMBER OF ORIGINALS	MATERIAL	NO. OF COPIES	4 x 6	70MM	2 1/4 x 2 3/4 W/MASK	WORK PRINT	AIR BRUSH	TOTAL
	PHOTOGRAPHS							
	OTHER P #							
	NEGATIVES							
	COLOR PHOTOS							

REMARKS:

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-285: dated 2 January 1975
[REDACTED] GS-05
Federal Protective Officer STATINTL
Directorate of Administration/OS/FPO

A. Summary of Suggestion

1. Background

The gates to the power plant open inward. There are parking spaces located behind the gates. When the gates were opened, they often swung back hitting the cars parked in the spaces behind them and doing damage.

2. Suggestion

Change the power plant gates to open outwards, eliminating the chance of damage to parked cars.

B. Evaluation

1. Upon inspection of the gates by Safety Branch, it was found that when opened, both gates had stops. However, one had been broken to the point where the gate hold could not be placed inside the stop. Also, when closing, sometimes one gate would swing loose because a stop was not provided in the closed position. To avoid mishap, Safety Branch initiated a work order for installation of a stop in the closed position and for repair of the one stop which has been broken. Safety Branch rated intangible benefits MODERATE/LIMITED.


2. OL/LSD had the work done in July 1975.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$35 award (MODERATE/LIMITED).

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

\$ 35.00
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-346B: dated 4 March 1975

III, WB 6
STATINTL

Directorate of Administration/OL
(Resigned - Summer 1975)

A. Summary of Suggestion

1. Background

Vermiculite is used by [REDACTED] for packing because it is an excellent cushioning and absorbing material. It is obtained in 19 pound bags. An average of 30 bags are used monthly. Because the vermiculite is kept in its original bags and kept in a storage area away from the packing area, each time vermiculite is needed for packing, it is necessary to go to the storage area to get it.

2. Suggestion

Build a vermiculite hopper to accommodate the storage of approximately 30 bags of vermiculite. Locate the hopper between two sets of conveyor tracks, an area now unused. Moving the vermiculite to a more central location would eliminate having to walk to the storage area each time vermiculite is needed.

B. Evaluation

1. OL [REDACTED] constructed a hopper for use as suggested. After a reasonable trial period, it has been decided that the hopper has limited value. It slows down production because each packer must now wait for his turn to use the hopper; it causes considerable congestion regardless where it is rolled to due to the physical plant layout of the Packing and Crating Section; more dust is emitted into the air because the distance from the opening of the hopper to the container being filled is not adjustable; and spillage tends to be greater


than before which requires more time to clean up. For these reasons the packers discontinued using the hopper; however, they have begun keeping a bag or two of vermiculite at their work tables at all times.

2. Because the suggestion caused action--a hopper was built and tried and now all packers keep a bag of vermiculite at their work areas--OL recommended an award based on MODERATE/LIMITED intangible benefits.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$50 award (MODERATE/LIMITED).

D. Decision of the Chairman

STATINTL

Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76

Date

\$50.00
Award


STATSPEC

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D. Decision of the Chairman

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Chairman, Suggestion and
Achievement Awards
Committee

17 Feb '76

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 75-456: dated 30 May 1975

[REDACTED], GS-15 STATINTL
Systems Analyst
Directorate of Administration/ISAS

A. Summary of Suggestion

1. Background

Agency regulations and changes thereto are distributed in kraft envelopes which measure 9 1/2" x 12", even though the regulations are printed on paper stock which measures 6 3/16" x 9 3/16".

2. Suggestion

Distribute regulations, and any other similar sized documents, in smaller, less costly, kraft envelopes; namely, 6 1/2" x 9 1/2" envelopes.

B. Evaluation

1. OL/P&PD adopted the suggestion on 20 November 1975.

2. An average of 1,000 copies are printed on each 6 3/16" x 9 3/16" size regulatory issuance (number varies according to distribution lists). There are only 49 delivery points and approximately 22 of these get a small enough number of copies to enable use of the small envelope. An average of 66 of these jobs are processed per year:

66 jobs x 22 small envelopes per job = 1,452 envelopes or	\$ 7.80
Save cost of 1,452 large envelopes	<u>30.75</u>
Annual savings	\$22.95


Unfortunately, this is below the annual minimum tangible savings of \$250 needed to qualify for a cash award.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-13: dated 10 July 1975

[REDACTED], GS-06

25X1A

Secretary

Directorate of Operations/NE

A. Summary of Suggestion

1. Background

Approximately ten (10) times annually, DDO/NE/BF sends Funding Authorities, FAN Numbers, and other financial papers to all [REDACTED] Stations and Bases. This required a separate Transmittal Manifest for each Station and Base.

2. Suggestion

Combine all transactions which are the same under one Transmittal Manifest, thus eliminating the need for a separate TM to each Station or Base. This procedure is similar to that currently used for Book Dispatches.

B. Evaluations

1. [REDACTED] coordinated the suggestion with the Dispatch and Pouch Unit and Division Records Management Officers. Two divisions have used the suggested method for about two years and they feel it saves time and paper. One division pouches several hundred items each quarter by using pressure-sensitive labels produced by machine-language data. This method was approved by appropriate component chiefs and by [REDACTED]. Four components stated that although the present use of Transmittal Manifests is cumbersome, the suggested method would not be a satisfactory alternative. As a result of these inquiries, the components using the suggested method or others similar to it, find this suggestion worthwhile in terms of time and paper savings.

E2 IMPDET OL BY 060128

2. NE/BF will use the suggestion only about twice a year. Chief, NE Support Staff rated intangible benefits MODERATE/LIMITED.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (MODERATE/LIMITED).

D. Decision of the Chairman

25X1A
[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

\$ 25.00

Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL SUGGESTION NO. 76-96: dated 12 September 1975
[REDACTED] GS-05
Procurement Clerk
Directorate of Administration/OL

A. Summary of Suggestion

1. Background

Information is transferred from procurement requests to Form 667, Contract Record. The only new information added to Form 667 is the initials of the contract negotiator, the Procurement unit, type of contract, and the amount obligated. This information could easily be added to the procurement request.

2. Suggestion

a. Make two (2) xerox copies of the procurement request form when it arrives in the Procurement unit. Use one copy in the Procurement unit in place of Form 667 and one copy as a file copy in place of the second copy of Form 667. This procedure would eliminate the cost of Form 667, which is heavy card stock and the cost of time to type the form.

b. In the event Form 667 is retained, reduce the number of copies from three to two, as the third copy is not used. Reducing the form from triplicate to duplicate would reduce the cost to print the form and save the time of the procurement clerk to destroy this unused copy.

B. Evaluation

1. OL said the consensus is that the form should not be discontinued because it is easier to use, requires less filing space than would xerox copies of procurement request forms, and provides for elements of data which are not presently on the request forms. However, Form 667 will be reduced from three parts to two when next printed (in about 6 months).

2. Form 667 is printed and assembled by OL/ Printing and Photography Division. P&PD produces less than 3,000 sets per year and estimates that, by reducing from a three-part set to a two-part set, the savings will be only about \$25 per year.

3. OL recommended a Certificate of Appreciation.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

Chairman, Suggestion and Achievement
Awards Committee

7 Feb '76
Date

Certificate
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-99: dated 18 September 1975

(GS-08 equivalent)
(GS-10 equivalent)

Photo-Generalist
Directorate of Administration/OL/P&PD

A. Summary of Suggestion

1. Background

For photographic jobs requiring 5 or more copies of each original, OL/P&PD shot a negative on the copy camera. The prints were made using the photo enlarger, and they were then processed, fixed, washed and dried. This was a time consuming and costly method.

2. Suggestion

Use the ozalid process on photographic jobs requiring 5 or more copies of original photographs.

B. Evaluation

OL/P&PD adopted the suggestion on 12 November 1975. During its two (2) month usage, it has proven worthwhile in reducing throughput time and man hour/material costs. Detailed description of savings attached. All customers have accepted the ozalid process.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$180 award, equally shared, based on annual savings of \$2,501.

Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

\$180.00

Award

Att

Cost Break Down for 6.7 prints 30 in X 40 in.

We use 6.7 prints per neg because this was the average for 1 year.

Photographic Prints:

Exposure:	2 $\frac{1}{2}$ min	
Develope:	2 $\frac{1}{2}$ min	
Fix:	10 min	
Wash:	30 min	
Dry:	10 min	
Total time:	55 min	Cost: \$ 6.85 (@\$7.00 per hr)

Material:		6.43
Total Cost:		\$13.28

Ozolid Prints:

Exposure for film pos:	10sec	
Process :	" "	2min
Fix:	" "	3min
Wash:	" "	5min
Dry:	" "	8min
Ozolid Prints:	1.15sec	
	20min (aprox)	Cost" \$ 2.33 (@ \$7.00 per hr)

Material:		
1 Film Postive	\$3.58	
Ozolid Paper	.80	
	\$4.38	
Total Cost:		\$ 6.71

Savings per neg requiring multiple prints:	\$ 6.57
--	---------

Multiplied by number of negs for 1 year	348
---	-----

Total savings for year: \$2286.36

Also there would be a savings in the cost of chemistry used.

Price for the amount of Photographic chemistry per year is estimated to be \$300.00.

Price for the amount of chemistry for the film positive is estimated to be, \$25.00, plus the cost of a bottle of ammonia for the ozolid prints which is \$60.00 therefore another estimated \$215.00 in savings.

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-103: dated 18 September 1975
[REDACTED] GS-16
Chief, Life Sciences
Directorate of Science and
Technology/OSI

STATINTL

A. Summary of Suggestion

1. Background

STOP signs are located on the right side of the exit lanes of North Parking Lot.

2. Suggestion

Move the STOP sign to the far end of the traffic island. Since this is a left turn lane, the sign would be just as visible in the proposed location. At the present location, it is a definite traffic hazard. The lane is only slightly wider than an average car. Therefore, it might be only a matter of time before someone could misjudge the width of the lane and hit the sign.

B. Evaluation

1. Chief, Physical Security Division/OS said that a Federal Highway Administration representative was contacted concerning the location of the STOP sign in North Parking Lot. Based on the "Manual on Uniform Traffic Control Devices", the FHA representative indicated that the present location must be retained to comply with traffic regulations.


2. However, since the sign is affixed to a gray metal support, it was mutually decided by OS/Safety Branch and OL/SM&FB that a contrasting color be placed on the sign support to increase visibility. OL/SM&FB affixed yellow tape to the supports of the North Parking Lot and Northeast exit STOP signs, so as to reduce the hazard potential cited by the suggester.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and
Achievement Awards
Committee

17 Feb '76
Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-116: dated 3 October 1975

[REDACTED] GS-12
Operations Research Analyst
Directorate of Science and
Technology/NPIC

STATINTL

STATINTL

A. Summary of Suggestion

Set aside a "NO SMOKING" area in the [REDACTED] cafeteria similar to the ones in the Headquarters cafeterias.

B. Evaluation

1. NPIC said that as of 1 February 1976, two "NO SMOKING AREA" stands were placed in the north portion of the [REDACTED] cafeteria to designate the area. Also, the cafeteria manager removed the ashtrays from the tables in the designated area.

2. NPIC advised employees of the pending cafeteria arrangements in the 10 December 1975 issue of "HOW ABOUT THAT" (copy attached). NPIC recommended an award based on MODERATE/LIMITED intangible benefits.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$25 award (MODERATE/LIMITED).

D. Decision of the Chairman

[REDACTED]
Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

\$25.00

Award

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NPIC Cafeteria

There are a couple of points that Logistics Branch would like to pass on that should help the cafeteria to better serve you.

STATINTL
The first has to do with the condiment bar. GSI is making a more concerted effort to keep this area clean. You can help by placing dirty dishes in the dirty dish racks that have been provided when transferring food to take-out plates. Also, there are lids of appropriate sizes for use on each size of beverage cups. The lids are available at the condiment bar and should be used when carrying coffee or other beverages back to offices. The use of lids firmly placed on the cup will go a long way in cutting down spills on floors and rugs.

STATINTL
If you find that a dish of food is not right, the Cafeteria Manager, [REDACTED] would appreciate your bringing this to her attention immediately so that it can be rectified. You will find [REDACTED] most accommodating.

If you have any complaints or suggestions that would improve the cafeteria, please submit a suggestion form (available next to the GSI suggestion box on your right as you enter the door). These may be signed or not as you desire. All signed forms should include your office phone so that GSI can reply. Let's give the Cafeteria Manager first option to reply.

For the non-smoker, an area will be set aside at the north end of the cafeteria in the near future. The signs to proclaim this area have been ordered. This will have to be a self-policing effort on the part of NPIC employees to respect this effort. The Cafeteria Manager will not be expected to enforce complaints that a smoker is sitting in the non-smoker area. GSI does not have the authority to tell its customers where they can and cannot sit. Be watching for this event in the near future.

How would it be if a rap session were arranged, say once a month or so, where you could meet with the Cafeteria Manager and other GSI management personnel for first-hand answers to your questions? If interested, please let Chief, Logistics Branch, Ext. 2625, know so it can be set up.

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-155: dated 23 October 1975
[REDACTED] GS-10

Security Officer
Directorate of Administration/OS

A. Summary of Suggestion

1. Background

Each month, OS/Physical Security Division prepares and forwards to each Directorate a statistical report containing memoranda, related charts and graphs. It took the secretary (GS-06) about 5 - 6 hours to construct the graphs. Each graph required from one (1) to twelve (12) pieces of tape cut to various lengths and affixed to paper. A total of 24 graphs are required to complete the report.

2. Suggestion

Construct the graphs using only four (4) pieces of tape. Use a master copy of the graphs for each Directorate, adding a piece of tape to each graph to show the current figures. Duplicate the graphs on the Xerox 6500 copier. This procedure reduces graph preparation time to ten (10) minutes.

B. Evaluation

OS/Physical Security Division implemented the suggestion. The new method will have the intangible effect of increasing morale by freeing a secretary from a laborious and redundant task each month to allow her to accept more challenging tasks. Tangible savings are as follows:

FORMER METHOD

6 hours X \$4.78 per hour
(GS-06)= \$28.68 per month
X 12 months= \$344.16 annual
cost

NEW METHOD

10 minutes X \$4.78 per hour
(GS-06)= 80¢ per month X 12
months= \$9.60 annual cost

Annual cost savings - \$335

OS rated intangible benefits MODERATE/EXTENDED.


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$100 award based on annual savings of \$335 (\$35), plus MODERATE/EXTENDED (\$65) intangible benefits.

D. Decision of the Chairman

STATINTL


Chairman, Suggestion and
Achievement Awards
Committee

17 Feb '76
Date

\$100.00

Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-163: dated 28 October 1975
[REDACTED], GS-09
Electronic Specialist
Directorate of Science and
Technology/OD&E

STATINTL

A. Summary of Suggestion

1. Background

[REDACTED] Permuter Cards for Key Generator KG-34 are often difficult to remove by hand. Operators frequently find it necessary to use clamp type tube pullers to remove permuter cards. Using this method presented the possibility of damage to the permuter cards.

2. Suggestion

The suggester designed and fabricated a KG-34 permuter card extractor, sample attached. Use of this device prevents damage to the permuter cards when they are being removed.

B. Evaluation

1. OC has ordered ten (10) extractors from their covert communications facility which will cost approximately \$2 each. They will be distributed to the [REDACTED] stations which have KG-34's.

STATINTL

2. OC recommended an award based on MODERATE/LIMITED intangible benefits.

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C. Recommendation of Executive Secretary

1. Not line of duty.
2. \$35 award (MODERATE/LIMITED).

D. Decision of the Chairman

Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

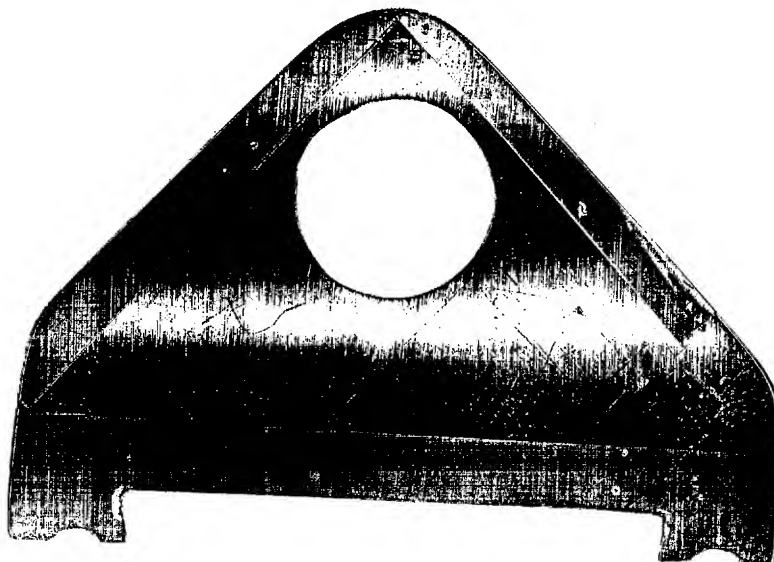
\$35.00

Award

Att

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ATTACHMENT TO 76-163
KG-34 PERMUTER CARD EXTRACTOR



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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A SUGGESTION NO. 76-175: dated 7 November 1975
[REDACTED], GS-10
Systems Analyst
Directorate of Operations, [REDACTED]

25X1A

A. Summary of Suggestion

Detailed description of the suggester's proposal for keypunching/keyverifying of Walnut input material by Information Processing/Micrographic Branch is attached.

B. Evaluation

25X1A

1. DDO/[REDACTED] said the suggestion was adopted in August 1975. It represents an improvement in efficiency of record operations. As a result of this suggestion, the blue code sheet is no longer used; a block stamp is placed on the document and the keypunching is done right from the document itself. Elimination of the code sheet saves 36,000 forms annually at a cost of \$360.

2. Eliminating the code sheet had been proposed some time ago; however, the machine unit furnished strong reasons to ISG management so as to warrant non adoption at the time. When [REDACTED] received this suggestion for evaluation, it was so persuasive and convincing that it resulted in a favorable decision.

25X1A

3. Intangible benefits are: It speeds up the whole processing of documents through the system. Previously, [REDACTED] received complaints that records processing was taking too long and that data was not getting into the Index System soon enough and not to field stations on a timely basis. Also, it has served

25X1A

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to discontinue temporary filing of index material by the area divisions. They had previously been filing such temporary material since they believed the Index was not current.

25X4A

4. [REDACTED] rated intangible benefits SUBSTANTIAL/BROAD. The suggestion applies only to the Directorate of Operations, Headquarters and Field, not the Intelligence Community.

C. Recommendation of Executive Secretary

1. Beyond line of duty. This type improvement would normally have been expected from a Procedures Analyst in ISG.

2. \$300 award based on tangible savings of \$360 (\$40), plus SUBSTANTIAL/BROAD intangible benefits (\$260).

D. Decision of the Chairman

25X1A

Chairman [REDACTED] Achievement
Awards Committee

17 Feb '76
Date

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25X1A

15 October 1974

MEMORANDUM FOR:

VIA

SUBJECT : Proposal for Key punching/Key verifying of Walnut Input Material by IP/Micrographic Branch

1. Since the inception of the Walnut program, and more intensely within the past 2 years, there have been a number of proposals designed to increase turnaround time for documents being processed into the Walnut system and to eliminate the Form 1774a ("Blue Code Sheet"). These proposals for the most part have met with strong opposition from one or more of the components involved in the Walnut program, and for good reason. Namely, both [redacted] contended that while proposals to use a block stamp on all filmable material would have possibly decreased work loads in one area, notably [redacted] the procedure would have created added work loads and strain on already limited manpower in other areas, particularly in [redacted]. We now believe, however, that there is an alternate procedure for decreasing turnaround time and eliminating Form 1774a which could be implemented with relatively little cost or effort.

25X1A

25X1A

25X1A

2. We propose that the keypunching and keyverifying of Walnut input be performed in [redacted] by a contract employee permanently assigned to our Branch. This functional change would provide a number of benefits to the Walnut project, solving several of its continuing clerical problems, while decreasing the through-put time for all documents processed into the Walnut system. The advantages are as follows:

25X1A

a. While there is little delay encountered in processing current incoming material (Form 1774a), other material (cables, second material, etc.) is delayed for the time required to generate a roll of film, or approximately 12 man-hours. Further delay is experienced in [redacted] which currently averages one week

25X1A

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-2-

to create a Camera Deck, with some delays extending to 3 weeks. Under our proposed procedure, as each segment of material is filmed, the camera operator will give the filmed documents to our keypunch operator who will punch and verify the camera cards and will then forward the material, either by pneumatic tube or the courier system, to the appropriate addresses. (We currently reassemble incoming current material and cables prior to forwarding, and will continue to do so under this proposal, but after discussion with [REDACTED] there appears little to be gained by [REDACTED] reassembling other material, and according to [REDACTED] reassembling refilmed material, i.e., previously microfilmed documents, would prove to be a hinderance to their processing procedures.)

b. The [REDACTED] keypunch machine will be dedicated solely to camera card punching, enabling partially completed decks to be kept in order. We had previously objected to the [REDACTED] proposal cited in paragraph 1 above, because it required camera decks to be punched piecemeal, and partially punched decks held in [REDACTED] ran the risk of getting out of sequence.

c. The blue code sheet will be discontinued, and all filmable material will be block stamped. This will create a more uniform system of document preparation and will eliminate the recurring problem of DSN's being transposed during blue code sheet preparation.

d. Problems with incomplete block stamps, incorrect attachments, and incorrect page counts, which now result in documents being deleted from the system by [REDACTED], will be surfaced by our key- punch operator and can be quickly resolved.

e. As an added benefit, our keypunch operator could also assist in verifying Walnut film on the Richardson viewer, an operation requiring keypunching experience.

3. [REDACTED] statistics for FY-74 indicate that a monthly average of 74.5 manhours were required for this project. A contract employee, preferably one with keypunching experience hired specifically for this purpose, will be able to keypunch and keyverify each day's filmed material. The bulk of the keypunching will be performed between 0900 and 1400 hours-- the hours we would require the contract employee to work. The limited amount of priority material, such as incoming telepouchs, received after 1400 hours can be handled by any one of several of our employees who have keypunching experience [REDACTED]

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4. Space and equipment present no major problems. We currently have an IBM keypunch machine (Model 029) located in the Walnut area. The acquisition of an IBM keypunch/keyverify unit (Model 129) will not occupy any more appreciable space, and the limited amount of supplies (blank IBM cards, program drum cards) can be stored on our existing supply shelves. There should no problem with [REDACTED] providing backup equipment in the event our unit is inoperative for an extended period.

25X1A

25X1A

5. Accordingly, we request your concurrence on this proposal, at which time we will request [REDACTED] to prepare the necessary revisions to [REDACTED] to recruit a contract employee.

25X1A

25X1A

APPROVED: [REDACTED]

Date

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

25X1A

SUGGESTION NO. 76-180: dated 4 November 1975
[REDACTED], GS-11
Electronic Specialist
Directorate of Administration/OC

A. Summary of Suggestion

1. Background

The Zener Clamp Board, F/U/W KW-26, Model 13, is mounted on the black side of the signal and control line filter with a screw at the E5 and a top screw of TB-1 (diagram attached). There was no method available to insulate the board from the chassis, resulting in eleven (11) KW-26 units failing when installed.

2. Suggestion

Place an insulating washer between the Zener Clamp Board and the chassis at point E5 on the attached diagram. The insulating washer will prevent the Zener Clamp Board from shorting out.

B. Evaluation

1. OC said that there is a possibility of the printed circuit wiring on the back of the Zener Clamp Board shorting to the chassis. This only happens when the installer is not careful and does not insure that proper clearance is maintained while the board is being installed. After the board is installed, this condition does not exist. This modification applies on to Mil-Std 188 configured KW-26's which also use an internal battery. This represents a small percentage of in-use equipment, the majority of which is located in CONUS.

SECRET

~~SECRET~~

2. OC said that this suggestion will be included in the next issue of "The Technician" for optional use.

C. Recommendation of Executive Secretary

1. Not line of duty.
2. Certificate of Appreciation.

D. Decision of the Chairman

25X1A


Chairman, Suggestion and Achievement
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25X3

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-227: dated 15 December 1975

STATINTL

[REDACTED] GS-05

Intelligence Clerk-typist

STATINTL

[REDACTED] GS-05

Intelligence Clerk-typist

Directorate of Intelligence/CRS

A. Summary of Suggestion

1. Background

CRS/Information Services Group prepared a short caption card for 4" x 6" personality photos. A long caption card was prepared for photos which were longer horizontally than vertically (samples attached). Captions were printed on the bottom of all photos.

2. Suggestion

a. Use long caption cards for all photos regardless of size.

b. Print captions on the top of the longest side for all photos (samples attached). Formerly, photos were filed lengthwise (horizontally) in filing cabinets; thus, the captions were either at the bottom or the left hand side of the filing drawer. By having captions printed at the top of the longest side of the photos, it will be easier both to file and retrieve them because the captions can be easily read.

B. Evaluation

1. CRS/ISG adopted the suggestion in December 1975. Use of long cards allows greater space for captions. This is especially important when processing unclassified photos because the source is also required in the caption

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information. Also, by not having to turn the photos or remove them completely from the files to read the caption, the chance for tears or misfiling is substantially reduced.

2. It is estimated that there will be a time saving of approximately one minute per photo in filing and retrieval time or 18 hours annually @ the GS-07 level of \$6.02 per hour or \$108.36 annually. The new system also eliminates the need to resubmit photos that were inadvertently captioned on the wrong card.


C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$50 award, equally shared, based on combined savings of \$108 and intangible benefits of MODERATE/LIMITED.

D. Decision of the Chairman

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\$60.00
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Next 5 Page(s) In Document Exempt

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-234: dated 22 December 1975
[REDACTED], GS-05 STATINTL
Microphotographer
Directorate of Intelligence/CRS

A. Summary of Suggestion

1. Background

In preparing documents for microfilming, a reel and sequence number is assigned to the first page of each document and the sequence number was also placed on the second page of each document. There are approximately 500 documents in each group being prepared for microfilming. After filming each document, the first page and any subsequent pages are put into two stacks; one is sent to Key punch for preparation of an Aperture Work Card for each document, and the other stack remains in the camera room. After the Aperture Work Card is prepared, documents are returned and placed with trailer document pages until mounting of the film onto Aperture Cards.

2. Suggestion

Place the document number only on the first page of each document; and, after microfilming, staple the entire document back together and send to Key punch. This procedure would reduce preparation time because the sequence number would no longer be written on the second page of each batch of approximately 500 documents.

B. Evaluation

1. CRS said that the suggestion was originally submitted in February 1974. After testing it for some period of time, it was felt that the proposal to eliminate both the writing of information on trailer pages and the segregation of the cover and trailer pages during processing had merit and it was implemented. Implementation offered several improvements over the former procedure:

a. By eliminating the writing of the sequence number on the second page of each document, approximately 15 minutes are saved in preparation time. About 5 minutes are saved in not having to double check the first page stack for misfiled cover pages. This results in a combined savings of 20 minutes per batch.

b. Stapling the document back together after filming has reduced the risk of a cover page being incorrectly placed with trailer pages and left in the Camera Unit during the data conversion process (key-punching). When this type of error occurred, it was not detected until after the punched aperture cards were returned and the operator attempted to mount the processed microfilm into aperture cards. The operator was then required to take the misplaced cover page to the data conversion facility to have the aperture work cards prepared. This occurred 2-3 times per week even though procedurally, the operators were instructed to verify the completeness of each batch of cover pages prior to their release to the Data Conversion Unit. The procedure of stapling the documents back together immediately after filming helped to reduce the risk of such oversights.

Detailed description of tangible savings attached.

2. CRS said that anyone using their system to look for a document benefits from the prompt throughput of material. In FY 1975, source document filming--codeword, collateral and SAFE--approximately 255,120 documents were processed. CRS rated intangible benefits SUBSTANTIAL/EXTENDED.

C. Recommendation of Executive Secretary

1. Not line of duty.

2. \$165 award based on annual savings of \$656 (\$65), plus SUBSTANTIAL/EXTENDED (\$100) intangible benefits.

D. Decision of the Chairman

STATINTL

Chairman, Suggestion and Achievement
Awards Committee

17 Feb '76
Date

\$ 165.00
Award

TANGIBLE SAVINGS

Time saved per reel by no longer writing the sequence number on the second page	15 minutes
Time saved per reel by having to double check the first page stack for mistakes	<u>5 minutes</u>
Total time saved	20 minutes
x 25 reels per month	8.33 man-hours per month

Time saved per week by not misplacing cover sheets and when it was discovered, taking the cover sheets to the data conversion unit to have aperture cards pre- pared	45 minutes
x 4.33 weeks per month	3.25 hours per month

$8.33 + 3.25 = 11.58$ hours per month or 138.96 hours annually
at the GS-05 rate of \$4.72 per hour = \$655.89 annual savings.